

**CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION
EXECUTIVE COMMITTEE MINUTES**

Monday, May 4, 1998

Present: Brian Becknell, Cathy Bell, Debbie Calhoun, Myra Cato, Betsey Shira, Dick Simmons

Absent: Alexandra Barnes, Tony McGuirt, Greg Padgett, Chuck Toney, April Warner

President Cathy Bell called the meeting to order at 1:30 p.m.

1. The minutes stand approved as presented.
2. **Announcements from the President:**
 - A. Four names were presented as nominations for the Women's Commission.
 - B. Staff proposal was sent to the Administrative Council. Our request for a staff person as well as our request for a liaison was discussed at the last Administrative Council meeting.
 - C. Cathy attended the Board of Trustees meeting.
 - D. Non-Student Regulation Task Force will have their next meeting on 5/14. April has sent input on this to Cathy including materials from the Internet regarding "Code of Conduct."
 - E. Cathy has lined up Ben Morton and Linda McCaskill to march at the May graduation ceremony.
 - F. Cathy talked to Alexandra, Myra and Debbie regarding reports needed by the CSC of which the PeopleSoft implementation team will need to be aware. Information will be sent to Lucy Arthur.
 - G. Cathy and Dick attended the Black Faculty and Staff Award Ceremony. Approximately 40 awards were presented. Cathy met Barbara Hamberg, current President of the Black Faculty and Staff Association. Cathy has been asked to supply names of 6-8 employees to serve on the President's Commission on the Status of Black Faculty and Staff. Cathy is unclear as to the difference between the President's Commission on the Status of Black Faculty and Staff and the Black Faculty and Staff Association.
3. **Treasurer's Report:** Cathy reported Greg is at the Joint City/University Committee meeting and he is going to get with Cal to effect the transition.
4. **Committee Reports:**
 - A. **Membership:** Debbie reported for Alexandra, Kathy Harper has questions about how Areas 12 and 14 were set up. Recommendation from Alexandra and Debbie is to let her discuss her concerns with her co-rep and the two reps from the other area before any changes are made to the departments making up these two Areas. Cathy asked that Alexandra check on the bills from the Luncheon to see that they are all paid.
 - B. **Communications:** Myra reported Tony received an e-mail request to have the newsletters posted on-line as a way to save cost. Communications will look into this. The Women's Commission met in March they are working on developing their Web Page. Cathy suggested Myra contact Robin Page to work with the Communications Committee on the CSC Web Page. Cathy suggested the Communications committee oversee the Web Page. Next newsletter will come out in June. Cathy will do a letter from the CSC President.

- C. **Policy and Welfare:** No report was made. Cathy will ask April to send everyone a status update on the Open Forum.
 - D. **Scholarship:** Brian reported the Golf Tournament went well. There were 16 teams. They made approximately \$4200. They will have a wrap up meeting this week on Thursday in 103 Barre Hall at 2:30 p.m. Cal is to get with Brian. Thank you notes are being worked on. Meeting agenda is to go out ahead of meeting. "Lessons Learned" information is to be compiled. Cathy will talk to Will at the Walker Course. Cal is waiting for his secretary to come in before paperwork can be done for payment to the Walker Course.
5. **Unfinished Business:**
- A. **Survey:** Cathy is to ask Chuck for totals on survey.
6. **New Business:**
- A. **Committee Appointments:** Cathy has a list of these and will go through them. Cathy will get with Debbie to update this information for the next CSC agenda.
 - B. **Committee Chairs:** Cathy is waiting until Golf Tournament and Open Forum are completed. Cathy will work with Betsey on some By-law changes to help out on this timing issue. We will look at this next month. Cathy is to meet with Chuck to discuss what meeting he will attend for her. He will be attending the Academic Council meetings.
 - C. **Stationary:** Debbie is to bring it to the next meeting.
 - D. Golf Tournament information i.e. sponsors, winners, and proceeds need to be compiled by Brian and sent to Myra by the 3rd week in May for the Newsletter. Membership is to send a list of all newly appointed reps and areas to Myra.
 - E. Committee chairs need to compile their own mailing list for their committees.
 - F. Attendance policy is to be looked at later.
 - G. New payroll check format has received criticism for being hard to read. Dick stated the problem is multiple number of deductions, which causes it to be hard to read. They are trying to make enhancements. Additional information is provided that was not previously available. Myra is to do a newsletter article on this.
7. The meeting was adjourned at 3:08 p.m.